**Calendar Instructions**

**Create a new file**

Open Microsoft Word and go to File..New.

Choose “calendars” from the template list.

Pick a traditional grid-type calendar (you can change formatting later)

**Create the structure**

\*\*\*Do this for just one month to get the idea, then you can finish at home\*\*\*

Replace the month names with Roman names and days of the week with either Roman names or letters A-H (in the latter case, you will need to add a column to each month for your 8-day week)

Adjust the number of days for each month.

Identify the Kalends, Nones, and Ides of each month and replace the date with the abbreviation, e.g., *Kal. Ian.*

Count backwards from these dates to fill in the additional date names. (i.e., from *Id. Ian.* fill in *prid. Id. Ian.*, *a.d. III Id. Ian, a.d. IV Id. Ian.*, etc. going backwards)

**Modify the appearance**

You can change the colors, border types, backgrounds, etc. through the “Table Tools” tabs (Design and Layout).

**Create the cultural information pages**

You can use Word or Powerpoint to design your information pages, or you can do them by hand. Focus on \*at least 5 significant facts\* per month, with 1-3 images. Authentic Roman images (from museum or archaeological websites) are better than sketches you find online. You may also draw the pictures yourself. Since it’s not hard to find 5 pieces of information, make sure you sift through your sources to find the most significant facts. You must list the sources you used for both information and images.

A list of your 12 subtopics (one per month) is due to me on Tuesday October 14.